

DRAFT MINUTES

SUNNYVALE BOARD OF LIBRARY TRUSTEES JUNE 6, 2005

The Board of Library Trustees met in regular session in Council Chambers, 650 West Olive Avenue at 7:03 p.m. with Pam Anderson presiding.

ROLL CALL

PRESENT:

Pam Anderson

Jim Griffith

Roland Wanigatunga Kathy Meagher

ABSENT:

Thomas Flaherty (excused)

STAFF PRESENT:

Deborah L. Barrow, Director of Libraries

Grace Kim, Finance Manager

Christine Doxtad, Supervising Librarian
Susan Denniston, Administrative Librarian

Sandra Barajas, Recording Secretary

SCHEDULED PRESENTATION:

None

PUBLIC ANNOUNCEMENTS:

None

CONSENT CALENDAR:

- 1.A) Approval of Draft Minutes of 5/9/05
- 1.B) Approval of Agenda

Boardmember Griffith moved, and Boardmember Meagher seconded, approval of the Consent Calendar. Motion carried unanimously.

CITIZENS TO BE HEARD:

None

PUBLIC HEARINGS/GENERAL BUSINESS:

2. Budget Process

Finance Manager Grace Kim reviewed with the board the City's Planning and Management System (PAMS), the Budget Process Calendar, and Recommended FY 2005/2006 Budget. Staff responded to boardmembers questions regarding long term strategic financial planning and appropriate time for boardmembers to recommend budget items to Council.

Chair Anderson opened the public hearing, and there being no public testimonies, closed the public hearing.

3. Library Budget Review (Philosophy for Fees)

Director Barrow reviewed with the board FY 04/05 and 05/06 library fines and fees. She requested boardmembers input regarding their perspective on the philosophy of the library's fines and fees. Discussion ensued regarding potential changes to the feature film fee, and the philosophy on developing the term of each fine/fee. Discussions for future recommendations for library fines and fees for the two year budget cycle will include factors such as: the current volume of revenue; and the underlying philosophy for having the fine or fee, for example, service to library users, fines and fees as a revenue source versus a deterrent, and rates of other jurisdictions.

Chair Anderson opened the public hearing, and there being no public testimonies, closed the public hearing.

4. Council Presentation: Library Materials Funding

Boardmember Griffith provided the board with a brief overview of the Excel Spreadsheets regarding the Library's Materials Budget and Public Library Funds. Discussion ensued regarding the Tuesday, June 7 Council meeting.

Boardmember Griffith moved, and Boardmember Wanigatunga seconded, appointment of Chair Anderson to speak at the June 7 Council meeting to express the boards perception of the Library's Materials Budget and expenditure plan for the Public Library Funds and encourage Council to increase funding as soon as financially reasonable. The motion carried unanimously.

Chair Anderson opened the public hearing, and there being no public testimonies, closed the public hearing.

NON-AGENDA ITEMS AND COMMENTS

STAFF ORAL COMMENTS
 Director Barrow noted the following:

The Public Visioning Meeting regarding the Library of the Future is scheduled for Wednesday, July 20 at 6:30 p.m. A draft design of the meeting has been developed by library staff and the facilitator.

Staff training of the new Innovative system continues. Innovative is currently working on assigning a new Innovative representative to the Sunnyvale Library account due to the unexpected departure of the data profiler. The tentative "live" date is scheduled for the week of July 11.

 The Friends approved a staff wishlist of expenditures totaling \$50,000 for FY 2005/2006.

The library volunteer event is scheduled to be held on Tuesday, June 7 in the Library Program Room beginning at 8:30 a.m.

The Feature Film Fee has generated over \$100,000 at the end of period 11. The magazine desk has been closed and internet sign-ups are now handled by Circulation staff at the check-out desk.

 According to the annual California State Library report, Sunnyvale Library remained one of the busiest libraries in the state for FY 2003/2004, circulating 667 items per hours. The Library has been awarded an $E=MC^2$ grant from WGBH's NOVA Science Unit. One hundred libraries applied to be an outreach site, and the Sunnyvale Library was one of only twenty and the only California public library which was successful

The City's community engagement workshop will be held on Saturday, June 18

from 9 a.m. to 12 p.m. at the Senior Center.

INFORMATION ONLY ITEMS: None

Subarah L Barrow

ADJOURNMENT: 8:17 p.m.

Respectfully submitted,

Deborah L. Barrow Library Director

PLANNING COMMISSION MINUTES OF 05/23/05

Review of Proposed Fee Schedule Relating to Planning for Fiscal Year 2005-2006

Trudi Ryan, Planning Officer, presented the staff report. She said that annually staff brings the fee schedule to the Planning Commission for consideration. She said that increases are related to inflation for almost all of the items on the list. One new fee being proposed is to add a fee for the Heritage Resource permits. Gerri Caruso, Principal Planner, commented that this permit fee is not shown in the report as this report was done several months back for budget purposes. The fee was included in a report that went to Council last month. Ms. Caruso said the proposed fee is similar to what we are charging for other permits. Ms. Ryan pointed out that there is a considerable increase in the park dedication in-lieu fee. She said that the in-lieu fee is based on the value of land. Many years ago the ordinance was modified that the City would annually ascribe a land value (rather than project to project) to determine the in-lieu fee. The current market for residential property is higher and therefore the park dedication fee will change from \$55 per sq. ft. to \$75 per sq. ft., which affects the fee for dwelling units by about \$1000. Staff is recommending that the Planning Commission recommend to Council to adopt these fees.

Comm. Simons asked four questions that have to do with whether fees are being recovered:

- 1) Do we have a recovery for expenditures that the City incurs for any Transportation Demand Management (TDM) requirement for any small or medium projects, i.e. residential, commercial, educational. Ms. Ryan said TDM requirements are primarily on industrial development sites approved with a higher Floor Area Ratio (FAR) and they annually report to us. There is no fee. There are no residential or commercial sites that need TDM. Comm. Simons confirmed with staff that we do not have any recovery for requirements that are added on to a project. Ms. Ryan noted that it would be difficult to add recovery to existing projects;
- 2) When there is scheduled specific testing that has to be done over time, i.e. air quality, do we have a recovery for the time staff spends on the testing. Ms. Ryan said no;
- 3) We have on-line collections of information on databases and other information, i.e. Conditions of Approval, viewable by the public. Do we have fees for maintenance of this information? Ms. Ryan said we have several databases and the Conditions of Approval are kept electronically. She said the staff time for maintenance of this information is figured into the development fees;
- 4) We have requirements of staff inspections at a later date on various projects. Do we have any recovery of the staff time on these types of requirements? Ms. Ryan said that all fees collected in development service are figured into the

planning fees. We don't have 100% recovery of capturing the costs of the various departments. For example, Neighborhood Preservation may follow up on an item a couple of years later and these costs are not built into the fees.

Comm. Klein asked about family daycares and why they do not have a fee. Ms. Ryan said there are two kinds of family daycare reviews. One does not go to public hearing so there is no fee. The second is large family daycares within 300 feet of another large family daycare. These are required to be heard at a public hearing and there is a fee \$113 fee for these daycares. Comm. Klein said he was surprised that there was no charge on some items. Ms. Ryan said that as an example, a Design Review that does not go to public hearing has no fee. Comm. Klein commented that most of the fee changes were at a 3% increase.

Comm. Babcock commented that a lot of these fee increases go by the standard of living increases and the amounts are so small she questions whether the fee increases would even cover the cost of the paper they are printed on. Ms. Ryan said that even if we do not increase the fees, Council still has to review them, so it takes the same amount of paper.

Comm. Hungerford said he is curious about how these fees compare to other cities in the area. Ms. Ryan said that about every five years she does a fee analysis and generally Sunnyvale is in the middle or a little below what other nearby cities charge. We make adjustments accordingly. Comm. Hungerford asked if these proposed fees cover the costs to the Planning Division. Ms. Ryan said that staff has recommended these fees and is comfortable that the development services fees are covering the direct development services activities

Comm. Simons asked if Planning Commission is making a recommendation to staff or to Council. Ms. Ryan said this recommendation is to City Council.

Chair Moylan opened the public hearing.

Chair Moylan closed the public hearing.

Comm. Simons made a motion to accept staff's recommendation to forward the fee schedule as presented to the Planning Commission; to look at the goal of being revenue neutral for Planning Permits in the future; to examine potential fees for monitoring Conditions of Approval (COA) requiring follow up by staff (e.g. TDM program review, testing, site visits). Comm. Sulser seconded the motion.

Comm. Simons said he cannot speak to whether these increases are correct and trusts that staff has reviewed their appropriateness. What he is concerned with is that appropriate recovery mechanisms be considered for expenditures that the City might be incurring in the future, related to current projects.

Comm. Sulser stated that overall the fee increases look like minor cost of living increases and he has no problem recommending these.

Comm. Babcock asked for clarification from the maker of the motion regarding the recommendations, specifically, how would applicants pay these fees? Comm. Simons said that question is exactly what he would like staff to look into and determine whether any additional fees would be appropriate.

Final Motion:

Comm. Simons made a motion to accept the staff recommendation to forward the fee schedule as presented to the Planning Commission; to look at the goal of being revenue neutral for Planning Permits in the future; to examine potential fees for monitoring Conditions of Approval (COA) requiring follow up by staff (e.g. TDM program review, testing, site visits). Comm. Sulser seconded.

Motion carried unanimously, 6-0, with Comm. Fussell absent.

Item is not appealable as recommendation will be taken to City Council for Public Hearing on June 7, 2005 and on June 21, 2005 for formal action.



DRAFT MINUTES ARTS COMMISSION May 24, 2005 City Council Chambers

7:05 p.m.

SALUTE TO FLAG

Chair Draganowski Davis led the salute to the flag.

ROLL CALL

Present:

Chair Monica Draganowski Davis

Vice Chair Wallace Harper Commissioner Susan Buchs Commissioner Robert Obrey

Staff Present:

Curtis Black, Interim Director

Cathy Merrill, Assistant to Director

Nancy Bolgard Steward, Arts & Recreation Superintendent

Kristin Dance, Recreation Coordinator

CONSENT CALENDAR

1. A. Approval of Draft Minutes (Regular Meeting of March 16, 2005)

Commissioner Buchs moved, Commissioner Obrey seconded, to approve the March 16, 2005, Arts Commission minutes.

Motion carried unanimously 4-0

CITIZENS TO BE HEARD

None

PUBLIC HEARINGS/GENERAL BUSINESS

2. Art in Private Development (AIPD) - 750 & 776 E. El Camino Real / Sand Hill Property Company

Kristin Dance, Recreation Coordinator, provided an overview of the AIPD project. She noted that the developer requested that the artwork be installed in two phases. Sculptures "A" and "B" would be installed prior to the grand opening of the retail center in July 2005. Sculpture "C" would be installed at a later date when construction of Phase II of the project is complete. Ms. Dance also reviewed staff's recommendation regarding approval of the artwork as it is

proposed, with certain conditions. Commissioners' had no questions of staff at this time.

Chair Draganowski Davis opened the Public Hearing.

John Tze, developer, Sand Hill Property Company, favored support of the lighthearted and colorful sculptures that fit what the Best Buy and PetsMart stores planned for the site. He introduced Cathy Baum, Sand Hill's consultant, who assisted in finding the artist, Brad Howe, who makes the entertaining and fun artwork.

Commissioners' questions were answered regarding the height of the pedestal, if there was a concrete pad under the pedestal, if there were sharp edges on the artwork, and landscaping requirements.

Chair Draganowski Davis thanked the public for their comments and closed the Public Hearing.

Commissioner Obrey moved, Commission Buchs seconded, to accept staff's recommendation to approve the proposed artwork as it is presented along with the three conditions of approval listed in the staff report regarding Art in Private Development (AIPD) at 750 & 776 E. El Camino Real / Sand Hill Property Company

Motion carried unanimously 4-0

Commissioner Obrey noted he was amused by the colorful sculptures and thought the artwork would draw attention to the project.

3. Draft RTC – Explore Costs and Benefits of Declaring the Second Saturday in August as "Family Day" and Open Recreation Facilities to the Entire Community – Study Issue (Council Action 6/7/05)

Nancy Bolgard Steward, Superintendent of Arts and Recreation, presented the staff report. Ms. Steward answered Commissioner's questions regarding deferring the project to 2006, trying out one park at a time on a trail basis, if Family Day would be open to everyone, noting that the report does not define a "family."

Chair Draganowski Davis opened the Public Hearing.

Mr. Pradeep Joshi, Director, India Community Center, Sunnyvale, spoke in support of Family Day to promote family values and strengthen the bonds of love and affection between all family members. Mr. Joshi presented a letter to the Commission addressed to him from Mayor Howe, dated August 21, 2004,

commending the tradition established by the India Community Center of observing Family Day. Mr. Joshi's desire is to propagate the benefits of Family Day and embrace cultural diversity. He appreciates the concerns about the City's budget but feels this should not be a fiscal issue. He asked the Commission to declare the second Saturday in August as Family Day and encourage families to get together in the parks. He said families would pay their own way.

Chair Draganowski Davis thanked Mr. Joshi for his comments and closed the Public Hearing.

Commissioner Obrey moved, Commissioner Buchs seconded, to recommend that Council accept staff's recommendation Alternative No. 1: City Council does not implement Family Day activities for calendar year 2005, accepts the concept of Family Day as outlined in the discussion section of the Report to Council, and considers the implementation of Family Day and related costs for calendar year 2006 within the larger budgetary context of the Community Recreation Fund as Council also considers fiscal strategies to address the structural imbalance in that fund.

Commissioners' asked questions and discussion followed regarding whether or not Family Day can be approved without any loss to the Community Recreation Fund and the possibility of the development of Family Day as a festival. Staff noted that special events developed by the City usually cost money, and this report does not contemplate Family Day as a special event.

Motion carried unanimously 4-0

4. Community Outreach Task Force Report

Commissioner Obrey, member, Community Outreach Task Force, presented a report and described the role of the task force. He distributed flyers regarding a Citywide Workshop to be held on Saturday, June 18, 2005, at the Sunnyvale Senior Center. He encouraged Commissioners to attend and inform other community members about the workshop to develop a community vision.

5. Proposed FY 2005/2006 Budget and 10-Year Resource Allocation Plan

Curtis Black, Interim Director, presented an introduction and the purpose of the proposed budget, an overview of the City Manager's letter of transmittal, funds and capital improvements projects. Parks and Recreation staff were available to answers Commissioners' questions regarding donations and grants to support programs, such as the Creative Arts Center Gallery, the status of the new gallery lighting, and the agreement with the Art Club. Ms. Merrill, Assistant to the Director, will include information on the Council policy regarding donations in her next staff report.

Chair Draganowski Davis opened the Public Hearing. There were no comments and the Public Hearing was closed.

Commissioner Obrey moved, Commissioner Buchs seconded, to recommend that Council accept the Proposed FY 2005/2006 Budget and 10-Year Resource Allocation Plan as presented.

Motion carried unanimously 4-0

Chair Draganowski Davis volunteered to attend the Council budget public hearing on June 7, 2005, and present the Commission's recommendation.

NON-AGENDA ITEMS AND COMMENTS

COMMISSIONERS ORAL COMMENTS.

Commissioner Obrey attended " 42^{nd} Street" performance of the Sunnyvale Community Players and enjoyed it very much.

Commissioner Obrey represented the Arts Commission at a Leadership Sunnyvale luncheon.

Commissioner Obrey attended Hands on the Arts on May 21, 2005. He took photos in the morning and then joined Commissioner Draganowski Davis and Counclmember and Mrs. Fowler in the afternoon for face painting. He said HOTS was a great event and noted how it is like a Family Day!

Chair Draganowski Davis said she also enjoyed Hands on the Arts very much. She thanked the friendly HOTS staff. She was especially impressed with how art is multicultural and there were many cultures participating.

Chair Draganowski Davis thanked Commissioner Buchs for her contributions to the Arts Commission and gave her a token of appreciation.

• STAFF ORAL COMMENTS

Ms. Steward noted HOTS was most successful and had the highest attendance ever. There was much positive feedback on the customer satisfaction surveys.

INFORMATION ONLY ITEMS

- Staff Liaison Written Report
- Miscellaneous Items of Interest

ADJOURNMENT 8:55 p.m.

Vice Chair Harper moved, Commissioner Buchs seconded, to adjourn the meeting at 8:55 p.m.

Motion carried unanimously 4-0

Respectfully submitted,

Cathy E. Merrill Assistant to the Director Parks and Recreation Department

Reviewed by:

Curtis Black Interim Director Parks and Recreation Department

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DRAFT MINUTES SUNNYVALE PARKS AND RECREATION COMMISSION MAY 25, 2005

The Parks and Recreation Commission adjourned from 6:30 p.m. Study Session – Proposed FY 2005/2006 Budget and 10-Year Resource Allocation Plan – held in the Community Center Boardroom and met in regular session in the Community Center Boardroom, 550 E. Remington Avenue, Sunnyvale, CA, at 7:30 p.m. with Chair Arnett presiding.

ROLL CALL

Present:

Chair Jeff Arnett

Vice Chair Raymond Pole Commissioner Howard Chuck Commissioner Robert Lawson Commissioner Robert Locke

Staff Present:

Curtis Black, Interim Director

Cathy Merrill, Assistant to the Director

Nancy Bolgard Steward, Arts & Recreation Superintendent

Larry Iaquinto, Interim Parks Superintendent

Tony Perez, Interim Facilities Management Superintendent

Mark Petersen, Golf Services Supervisor

Scott Morton, Parks Supervisor

Monroe Bottel, Interim Parks Supervisor

PUBLIC ANNOUNCEMENTS

None

CONSENT CALENDAR

1.A. Approval of Draft Minutes (Regular Meeting of April 13, 2005)

Vice Chair Pole moved, Commissioner Locke seconded, to approve the April 13, 2005, Parks and Recreation Commission minutes as amended.

Motion carried unanimously

Corrections to April 13, 2005, minutes:

 Page 4: Interim Director Black clarified that the Commission is to approve the approving the change in the Master Plan and adding street

- requirements to the conditions may require Serra Little League to return to the Commission.
- Page 6: Chair Arnett requested more information about a recent letter in The Sunnyvale Sun regarding an exercise class that was available at the Senior Center.

CITIZENS TO BE HEARD

There were no comments.

PUBLIC HEARINGS/GENERAL BUSINESS

2. Draft RTC – Explore Costs and Benefits of Declaring the Second Saturday in August as "Family Day" and Open Recreation Facilities to the Entire Community – Study Issue (Council Action 6/7/05)

Nancy Bolgard Steward, Arts & Recreation Superintendent, presented the staff report. Commissioners' questions were answered regarding whether this item has been tried before or whether it is completely new, maximum potential financial impacts versus more realistic estimated revenue loss, use of overtime, insurance, security deposits, and banner locations.

Chair Arnett opened the Public Hearing.

Mr. Pradeep Joshi, Director, India Community Center, Sunnyvale, spoke in support of Family Day to promote family values and strengthen the bonds of love and affection between all family members. Mr. Joshi said the India Community Center observes Family Day and that honoring the family is part of their culture. Mr. Joshi presented a letter to the Commission addressed to him from Mayor Howe, dated August 21, 2004, commending the tradition established by the India Community Center of observing Family Day. Mr. Joshi's desire is to propagate the benefits of Family Day and embrace cultural diversity. Mr. Joshi stated his awareness of the City's financial situation. He requested that the Commission support Family Day in concept and said families would pay to rent the facilities. Mr. Joshi requested that the Commission recommend accepting the principle of Family Day in the same spirit as Father's Day and Mother's Day, to bring families together, and to create a bridge for understanding ethnic heritage. Mr. Joshi answered the Commissioners' questions.

Chair Arnett thanked Mr. Joshi for his comments and closed the Public Hearing.

Commissioner Lawson moved to recommend that Council approve the Family Day concept as presented but that it take no further action on the concept at this time.

Motion failed for lack of a second

At Commission Lawson's request, Interim Director Black clarified that Alternative No. 1 would allocate no resources for Family Day in FY 05/06, but Council would review and consider allocating resources for Family Day in FY 06/07 in context of the budget next year.

Commissioner Locke moved, Commissioner Chuck seconded, to recommend that Council accept staff's recommendation Alternative No. 1, City Council does not implement Family Day activities for calendar year 2005, accepts the concept of Family Day as outlined in the discussion section of the Report to Council, and considers the implementation of Family Day and related costs for calendar year 2006 within the larger budgetary context of the Community Recreation Fund as Council also considers fiscal strategies to address the structural imbalance in that fund.

Commissioner Locke said it is a wonderful idea to take part of another culture and make it our own; mix it up with our culture and that is what the United States of America is all about. FY 05/06 is too soon to implement and extra time to review would be helpful.

Commissioner Chuck agrees Family Day is a good idea and hopes that City Council will embrace it. Chair Arnett said he would like to see Family Day happen in the future when the cost may not have much impact.

Motion carried 4-1 with Pole dissenting

Vice Chair Pole spoke to his opposition. He said Family Day is a good idea and he would support Alternative No. 3. He thinks the concept is good; and if the City really wanted it, the City could find the resources to make it happen. He feels that if the City waits, Family Day will not happen.

3. Proposed FY 2005/2006 Budget and 10-Year Resource Allocation Plan

Chair Arnett reconvened the Study Session regarding Proposed FY 2005/2006 Budget and 10-Year Resource Allocation Plan and staff's review of planned capital improvement projects and unfunded projects continued. Commissioners' questions were answered regarding the timeframe for Plaza del Sol II, Community Center roofing, planned use of park dedication funds, tennis court resurfacing, golf course projects, and City-owned properties.

Chair Arnett opened the Public Hearing. There were no comments and the Public Hearing was closed.

Chair Arnett moved, Commissioner Locke seconded, to recommend that Council accept the Proposed FY 2005/2006 Budget and 10-Year Resource Allocation Plan with the exception of the Capital Improvement Projects Section (all items included in Section 6 in the Commission's budget binder).

Chair Arnett withdrew the motion

Commissioner Lawson moved, Vice Chair Pole seconded, to recommend that Council approve the Fee Schedule and Capital Improvement Projects that are included in Sections 5 and 6 in the Commission's budget binder.

Commissioner Lawson said the information in Sections 5 and 6 in the Commission's budget binder was discussed, and the other information in the budget was not discussed. He does not feel ready at this time to approve the information in the other sections of the budget. Vice Chair Pole agreed. Commissioner Lawson noted there were capital improvement projects in Section 6 that the Commissioners did not review but that he is comfortable with what was skipped over.

Commissioner Lawson amended the motion to remove Capital Improvement Projects No. 825580 Plaza Del Sol II and No. 825790 Park Land Acquisition.

Vice Chair Pole accepted the amended motion.

Motion carried unanimously 5-0

Commissioner Lawson moved, Commissioner Locke seconded, to recommend to Council that Project No. 825580 Plaza Del Sol II be approved with substantial acceleration in time and Project No. 825790 Park Land Acquisition be approved with an increase in funds for land acreage purchases.

Commissioner Lawson recommended that Council consider increasing the amount of park dedication monies used to purchase new lands for parks as opposed to using the monies for infrastructure projects.

Commissioner Chuck feels it is a good idea to acquire more land now as its value continues to rise.

Motion carried unanimously 5-0

NON-AGENDA ITEMS AND COMMENTS

COMMISSIONERS ORAL COMMENTS

Commissioner Chuck would like to visit golf sites and inspect the tees.

Vice Chair Pole requested a copy of the Request for Proposals for the interim plan and long-term plan for the senior lunch program. Ms. Merrill said she would provide the requested information to all Commissioners.

Commissioner Locke thanked staff for their presentation on the proposed budget.

Commissioner Arnett liked the "short cut" sheet that listed all the capital projects staff would be reviewing in more detail.

Commissioner Lawson volunteered to represent the Commissioners and present their recommendations to City Council on June 7, 2005, regarding Family Day and the Proposed FY 2005/2006 Budget. Commissioner Locke volunteered to be back up for the presentation to Council.

STAFF ORAL COMMENTS

There were no comments by staff.

INFORMATION ONLY ITEMS

- Staff Liaison Written Report
- Information Bulletin—Senior Lunch Program, dated April 25, 2005
- Parks and Recreation Commission Revised Calendar
- Hands on the Arts Flyer, 5/21/05
- San Jose Mercury News articles (4) regarding youth sports, published April 2005
- Miscellaneous Items of Interest.

Commissioner Locke moved, Commissioner Chuck seconded, to adjourn the meeting at 10:50 p.m.

Motion carried unanimously 5-0

ADJOURNMENT 10:50 p.m.

Respectfully submitted,

Cathy E. Merrill Assistant to the Director Parks and Recreation Department

Reviewed by:

Curtis Black Interim Director Parks and Recreation Department

CEM/ks